

GROUNDWATER SYSTEM

Instructions for Completing the Monthly Operation Report (MOR)

NOTE: The MOR (original) must be sent to the Division of Water in Frankfort as well as a copy to the applicable Field Office no later than 10 days after the end of the month. The water supply must keep a copy as well.

NOTE: On the electronic MOR, each page is on a separate worksheet (listed at the bottom of the spreadsheet) within the MOR spreadsheet. Each page is named according to the information it contains. In order to print out the MOR, go to “File” then “Print”. In the section titled “Print What” click next to “Entire Workbook”. All pages will then print.

If using the electronic MOR, it is recommended that the MOR first be saved as a “Blank”; this can then be used as a template for each month. Call up the “Blank” and save as the current month (i.e. MORJan01). This way you will avoid having to erase data from one month in order to have a working file for the current month.

If using the electronic MOR, do not enter “0” (zero) in any space in which there is no data (for example, do not enter “0” in the spaces for the 31st day of the month if there are only 30 days in the current month). The Average calculations will not be correct if “0’s” are used. Do not use the letter “o” instead of the number “0” in any space.

Cover Sheet:

PWS Name	Name of System
Date Mailed	Date Mailed in month/day/year
Source Name	Name of source of water for the water plant
Operator(s) in Responsible Charge	Name and certification number of operators responsible for running the plant; if operators rotate shifts, a separate page can be included with the pertinent information
Total Water Treated	Total amount of water treated in the month—must match the figure at the bottom of the “Raw Water Treated” column on page 1
Days of Operation	Number of days during which the plant treated water
Purchasers Complete:	If more spaces are needed to record the Producer/PWSID and Total Amount Purchased, make additional copies of the cover sheet

Sellers Complete:

Same comment as for Purchasers Complete

Page 1 Chemicals&Water Quality Data

Chemicals Added and Water Quality Data

NOTE: If a liquid chemical is used, the calculations in the cells have been set up on a wet basis (actual weight used of product as it was received) and not on a dry basis (actual weight of chemical in product used). For example, liquid fluoride can be weighed as the amount of product used from a tank or as that amount multiplied by 23%, as fluoride is 23% of the product received.

The Drinking Water Branch is not dictating how to track chemical usage; continue to do so as you have historically done. These formulas can be modified to calculate on a dry weight basis.

Raw Water Treated

Amount of raw water treated in gallons—this is not the finished water pumped to the distribution system; this is to reflect water that has had chemicals added

Chemicals Added

Provide type of chemical added in the appropriate column (i.e., lime, caustic and so on)

LBS

Total pounds of chemical used each day

Water Quality Results

No change

Page 2 EPTDS&Dist.Operation

Entry Point to Distribution System & Distribution System Operation

Disinfectant Residual **EPTDS**
(Entry Point to the Distribution System)

Record the **lowest disinfectant residual entering the distribution system** from the recorder on the on-line chlorine analyzer; circle “T” for total chlorine or “F” for free chlorine. If using the electronic format, type in “total” or “free”.

Chemicals Added (Chlorine Booster)

No change

Distribution System Operation

No change

